

# Incident Report for title-here on date-here

**Project:**

**Report submitted on & by**

**Issue reported on & by**

**Issue introduced on**

**Issue resolved on**

**Team members involved**

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**Issue description**

**What is affected**

**What caused the issue (non tech)**

**Technical cause**

**Immediate workaround (if any)**

**Steps to fix the issue**

**Any future plans for this issue**

**Preventive Measures**

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**Report reviewed and closed by**



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